**General Application Instructions.**

Note: If you have already started an application for anything in our AppliTrack system, you should be able to log in with the same credentials and review the first three steps – just update as needed.

If this is the first time ever in our new system. You will "Start" or begin the process. If you have applied for a license transaction in this new system, then you will "Login".

1) Input your personal information on the first page. (Or verify/correct information if already there)
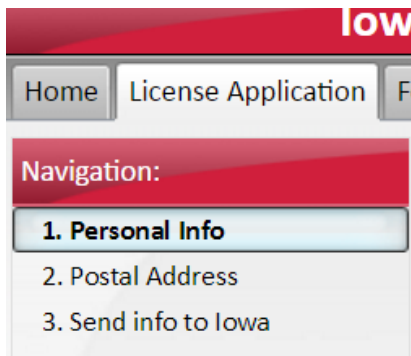
2) Continue to enter or verify your information (postal address.)
3) Tab 3 (Send info to Iowa) may ask you to verify your birthdate and gender. This information may already be in our database and may be updated later with the information you entered on the prior screens. If you need to enter information here, be sure to click the "Send Info" button at the bottom of the page. When it shows your BOEE folder number, you are ready to continue to the next tab.

Send Info

Prev

4) Tab 4, should already have the application type checked. Do not check other applications. Doing so will require additional materials and additional fees. All paid fees are non-refundable.

2. Postal Address
3. Send info to Iowa
4. Apply for License
5. Class A, B or Adm. Exchange
   Extension Request

5) Some applications may require you to request your employer to complete a form. These forms are all e-forms and will be sent electronically from the application. You will need your Administrators name, and email address for this page.

4. Apply for License

5. Class A, B or Adm. Exchange
   Extension Request

6. Class A, B Admin Exchange
   Extension Uploads

Send For

Once com

School/AEA:

Make sure the email address is correct. Be sure to click "Send Form Now"

Email

Send Form Now

6) Some applications may require the upload of documentation. Upload the necessary materials. In most cases, official transcripts are required. Official transcripts issued from the college/university/education agency, all should state "Official" on the transcripts. They may have official seal, signature of institution official, and often are printed on watermarked paper. If mailed from a college, the envelope may state "Not official if opened." To the Board of Educational Examiners, you may open this envelope, they are still official. If the college provided you a pdf that contains security or authentication features, time limited viewing, or anything other than a simple image of your transcript, you will need to create a simple pdf for us to

review – perhaps print the one given to you and scan or take a picture of the paper transcript for uploading.

You may scan and upload documents, upload electronic versions of documents, or may take photos of the documents to upload. Please view documents once uploaded to ensure they can be read.

7) Complete the remaining pages of the application, proceed to the Remit payment tab. Submit payment via debit/credit card.

8) Be sure to go to the last step "Confirmation". This step will let you know if any information is missing. If nothing is missing, it will allow you to "Submit" the application. If the application is not submitted, it will not be processed.